

**MINUTES OF THE COMMON COUNCIL  
WORK SESSION  
October 23, 2012  
City Council Chambers – Rouss City Hall**

**PRESENT:** Councilor Evan Clark, John Tagnesi, Les Veach and Ben Weber; Vice-Mayor Milt McInturff; Mayor Elizabeth Minor; Vice-President John Willingham (7)

**ABSENT:** President Jeff Buettner; Councilor John Hill (2)

Vice-President Willingham opened the meeting at 6:00 p.m.

**MOTION TO ADD A CLOSED SESSION TO TONIGHT'S AGENDA FOR THE  
PURPOSE OF CONSULTATION WITH LEGAL COUNSEL**

Councilor Veach moved to add the closed session to the meeting. *The motion was seconded by Vice-Mayor McInturff the approved 7/0.*

Vice-President Willingham stated the closed session would be added to the end of the agenda.

**Items for Discussion:**

**Downtown Strategic Plan Quarterly Update**

Interim Downtown Manager Will Moore presented a brief update on the tasks completed in the first quarter of the Strategic Plan as well as what is in progress for the second quarter.

Utilities Director Perry Eisenach stated the contract for the Mall Project has been awarded to the contractor and preparations are being made to begin on January 2<sup>nd</sup>. An open house will be held so citizens can meet the contractor and ask questions.

Councilor Weber asked if there are penalties for the contractor to finish late. Mr. Eisenach stated all of the utility work and hardscape has to be done by April 30<sup>th</sup>. If not, there is a penalty of \$85.00 per day. The landscaping must be done by May 30<sup>th</sup>.

Councilor Veach asked how the public will be communicated with during the project. Mr. Eisenach stated there will be a link on the City's website for updates. Staff will also be sending emails to the downtown businesses, holding weekly public meetings, and walking the mall and talking to businesses.

Councilor Weber asked if there is an incentive to get the project done early. Mr. Eisenach stated if the contractor is done early, they would receive a bonus of \$175,000.

Economic Development Director Jim Deskins stated all of the approvals to move forward with the work on the Taylor Hotel have been received. He has a meeting with the contractor tomorrow and will continue to meet weekly to keep track of the progress. There will also be a page on the website for updates.

Mr. Eisenach stated an application has been submitted to purchase the Federal portion of the trolley to allow the City to proceed with using it at will as a part of the Transportation System. The application has been approved but both parties have to agree on a price.

City Manager Dale Iman stated over 100 applications were received for the new Downtown Manager. Those have been narrowed down to 4 finalists. Two teams have been selected to conduct the interviews. The first team consists of staff members who will work closely with the new manager. The second team is made up of community leaders. The City Manager will then interview the applicants separately. He stated he hopes to have an announcement by the middle of November.

**R-2012-72:** Resolution – Approval of the Information Technology Strategic Plan

Information Technology Director Tom Lloyd presented a summary of the IT Strategic Plan and asked Council to forward the resolution for approval.

Vice-Mayor McInturff moved to forward R-2012-72 to Council if the IT Committee could review the summary in this format beforehand. *The motion was seconded by Councilor Veach then approved 7/o.*

**O-2012-32:** AN ORDINANCE TO VACATE AN APPROXIMATELY 10-FOOT PORTION OF BATTAILE DRIVE APPROXIMATELY 678 FEET IN LENGTH ADJACENT TO 391 AND 403 BATTAILE DRIVE AND CONVEY IT TO THE OWNER(S) OF THE ADJACENT PROPERTY

Planning Director Tim Youmans presented the ordinance to vacate a portion of Battaile Drive as a follow up to the first reading of the ordinance at the October Council meeting. Mr. Youmans stated the current owner is contemplating the sale of the property into 3 parcels. The proposal remains unchanged as far as the amount of land but a few amendments have been made to the ordinance originally passed almost 20 years ago.

Councilor Clark moved to forward O-2012-32 to Council. *The motion was seconded by Councilor Weber then approved 7/o.*

**R-2012-78:** Resolution – Support for the designation of the Lord Fairfax EMS Council as a Regional EMS Council within the Commonwealth of Virginia

Fire & Rescue Chief Scott Cullers presented the resolution to designate the Lord Fairfax EMS Council as a Regional Council as required every three years. He stated the current council serves 6 jurisdictions within the area.

Councilor Veach moved to forward R-2012-78 to Council. *The motion was seconded by Councilor Tagnesi then approved 7/o.*

**O-2012-34: AN ORDINANCE TO AUTHORIZE THE ADDITIONAL APPROPRIATION OF FUNDS FOR NECESSARY EXPENDITURES OF THE CITY OF WINCHESTER, VIRGINIA FOR THE FISCAL YEAR ENDING JUNE 30, 2013**

Finance Director Mary Blowe presented the first supplemental for 2013. She stated most of the items have already been seen during previous meetings. Schools have adopted some supplemental that are included and have requested that Council adopt them as well.

Vice-Mayor McInturff moved to forward O-2012-34 to Council. *The motion was seconded by Councilor Clark then approved 7/o.*

**EXECUTIVE SESSION:** MOTION TO CONVENE IN EXECUTIVE SESSION PURSUANT TO §2.2-3711(A)(7) OF THE CODE OF VIRGINIA FOR THE PURPOSE OF RECEIVING LEGAL ADVICE AND STATUS UPDATE FROM THE CITY ATTORNEY AND LEGAL CONSULTATION REGARDING THE SUBJECT OF SPECIFIC LEGAL MATTERS REQUIRING THE PROVISION OF LEGAL ADVICE BY THE CITY ATTORNEY AND MATTERS OF ACTUAL OR PROBABLE LITIGATION

Vice-Mayor McInturff moved to convene into executive session at 7:18 p.m. *The motion was seconded by Mayor Minor then approved 7/o.*

Councilor Clark moved to re-convene in open session at 8:07 p.m. *The motion was seconded by Vice-Mayor McInturff then approved 7/o.*

Upon returning, each member certified that only public business matters lawfully exempted from open meeting requirements of the Virginia Freedom of Information Act were discussed during the closed meeting, and that only those public business matters identified in the motion which convened the closed meeting were heard, discussed, or considered during the closed meeting.

*A roll call vote was taken, the ayes and nays being recorded as shown below:*

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
President Buettner	Absent
Councilor Clark	Aye
Councilor Hill	Absent
Vice-Mayor McInturff	Aye
Mayor Minor	Aye
Councilor Tagnesi	Aye
Councilor Veach	Aye
Councilor Weber	Aye
Vice-President Willingham	Aye

## **Report of Liaisons**

Vice-Mayor McInturff reported the Parks & Recreation Board discussed in detail the master plan for the department. He stated it is something they do every 3-4 years but they are trying to decide whether to do it in-house or out-source it. The board would also like to do a customer survey of the Park users.

City Manager Dale Iman reported the MPO reviewed the Bicycle/Pedestrian Plan.

## **Monthly Reports**

Finance Department

## **Adjourn**

Vice-Mayor McInturff moved to adjourn the meeting at 8:11 p.m. *The motion was seconded by Councilor Weber then approved 7/0.*